



Division:	Human Resources (HR)
Title:	Standard Operating Procedures
Procedure:	Leave Without Pay (LWOP)
Original Effective Date:	5/17/05
Revised Effective Date:	

Procedure:

1. Upon notification of employee being on leave without pay, make determination of all benefits entitlement (i.e. FMLA, VSL). Review OSP Manual, Section 5 (Leave) or website www.osp.state.nc.us/manuals/dropmenu.html. Also reference the DHHS Timekeeper's Guide or access guide on website: www.dhhs.state.nc.us/humanresources/timekeeping/supervisors_guide
2. Request Personnel Action Form (separation/lwop) and current timesheet from supervisor/manager.
3. Make determination if a "Payroll Paydown Form" or a "Stop Order Form" needs to be completed and submitted to payroll before payroll deadline. Reference DHHS Administrative Manual for Collection of Salary Overpayments for instructions and forms. <http://info.dhhs.state.nc.us/olm/manuals/ooc/fpm/man/index.htm>
4. Upon receipt of approved Personnel Action Form and current timesheet, process a PD-105 to separate employee.
5. Notify employee by letter of his/her responsibility to the supervisor and to the benefit providers/payroll deductions during the leave without pay period. In PMIS access the employee's history screen and then hit PF8 to view the employee's current payroll deductions.
6. At the end of the LWOP period, process a PD-105 in order to reinstate the employee back on payroll. Also reinstate all benefits and payroll deductions.